



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ATTORNEY
\$4,674.00- \$8,141.00
LEGAL DIVISION
SAN FRANCISCO

RESPONSIBILITIES:

Under the direction of the Assistant Chief Counsel, the Attorney handles tasks of moderate complexity assigned to various bureaus within the Legal Division. The responsibilities of the Attorney primarily include: providing legal advice and representing the Department in prior approval rate matters; analysis of rating and underwriting violations of the Insurance Code and representing the Department in enforcement proceedings regarding such violations. Further responsibilities include providing legal analysis and advice to the Commissioner, General Counsel, Departmental Actuaries, Investigators, and other bureaus within the Department. In addition, the Attorney monitors Department and insurance litigation, conducts major negotiations, represents the Department in discussions with other state and federal agencies and outside stakeholders, drafts and evaluates sensitive legislation and regulations, issues legal opinions regarding insurance regulatory matters and advises Department personnel on legal issues.

DESIRABLE QUALIFICATIONS:

- Knowledge of or experience in government or administrative law issues
- Knowledge of or experience in litigation and administrative proceedings
- Strong analytical and inter-personal skills
- Excellent written and verbal communication skills
- Extensive knowledge of legal research methods
- Ability to prioritize, meet multiple deadlines, and perform well under pressure
- Ability to follow direction
- Detail Oriented
- Ability to use personal computer and popular office software packages
- Stable job history

WHO MAY APPLY:

Applications will be accepted from current State employees at the Attorney level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Maria Fuentes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Attorney 413-234-5778-012" on the State application.** For additional information, please call (916) 492-3309 or email maria.fuentes@insurance.ca.gov.

FINAL FILING DATE: Thursday, December 19, 2013 by 5:00 p.m. - Close of Business

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does

11/26/13MF

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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